

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the full Council held on 27 April 2023 at 7.30pm held in the Village Hall, Cockfield.

Present: Cllr Derek Southgate (Chairman), Cllr Joe Brinkley, Cllr Jane Cutting-Keyton, Cllr Robin Morley, Cllr Ralph Turner

In Attendance: District Cllr Margaret Maybury, District Cllr Clive Arthey, 1 member of the public and the Clerk, S Ball.

2023/001 Apologies for Absence: Suffolk County Cllr Robert Lindsay, Cllr Carl Brinkley, Cllr Andy Golding, Cllr Ian Levett and Cllr Mark Webster.

2023/002 Declarations of Interest: Cllr Morley declared a pecuniary interest in Agenda Item 7.2 Payments (as a recipient of reimbursement) and a non-pecuniary interest in Agenda Item 8.1 (Planning Application DC/23/01777).

2023/003 Minutes of the Last Parish Council Meeting: It was proposed by Cllr Brinkley and seconded by Cllr Turner that the minutes of the Ordinary Parish Council Meeting, held on 30 March 2023, be signed as a true record. The proposal was carried.

2023/004 Outstanding Actions:

2021/189: BMSDC Public Realm Land: Cllr Lindsay's report advised that SCC Highways Enforcement were in discussion with BMSDC Legal over ownership and boundaries.
Cllr Southgate to write further letter of complaint to BMSDC highlighting BMSDC's responsibility for any future accidents at this junction.

2021/194: Local Needs Housing: Cllr Morley and the Clerk are meeting our Solicitor on 28th April to get her to witness the Clerk's declaration for the application for 'Granting of a new right of common and application for registration of a right in the commons register', following which the Clerk will submit the application to SCC.

2021/195.2: Highways & Emergencies: Cllr Morley advised that he is still awaiting a costed proposal from for footpath on their land down Howe Lane.

2022/092.2.5: Playground: Cllr Golding confirmed that he will fill the hollows under the slides of the multi-activity centres when weather conditions improve.

2022/173.1: Damage to Great Green & Gras Verges: Cllr Webster has provided photos of the damage and the Clerk has posted a report on the SCC Highways website.

2022/173.2: Planning Appeal Hearing on 10/05/23: Cllr Levett to attend the virtual hearing as an individual. **(Action Closed)**

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2022/175.4: VH Car Park Maintenance: The Clerk has instructed R Williams to de-silt the carpark gutters, clear up fallen leaves and remove the weed and grass from the footpaths. It was noted that this may be delayed due to scaffolding around the VH and illness.

2022/176.1: Bus Stop Project: The Clerk is awaiting a final invoice from Orwell Housing Association before submitting the CIL claim to BMSDC. The Clerk to issue a Letter of Thanks to Dawn Edwards, Orwell Housing Association,

2022/176.2: Play Equipment: The Clerk to arrange a further meeting with APL to negotiate on quotation received for additional equipment.

2022/177: Parish Charity Donations (Section 137): The Clerk has made payments to the three charities approved at the March PC Meeting. **(Action Closed)**

2022/178: Pavilion Bandstand: The Clerk is still awaiting quotations from Contractors.

2022/179.8: Pavilion Grants: The Clerk drafted and Cllr Southgate signed a letter on behalf of the PC) for Cockfield United FC who have submitted it to the Fain support of their application. **(Action Closed)**

2022/184.1: Reduced Speed Limits: After the elections, the Clerk to write to SC Cllr Paul West, Cabinet Member for Highways, seeking a meeting on site to discuss proposals.

2022/184.4: Reported near miss at Pavilion: The Clerk has written to resident. **(Action Closed)**

2023/005 Public Participation Session:

SCC Cllr Lindsay had circulated his report in advance of the meeting. In SCC Cllr Lindsay's absence, there was nothing further to add.

District Cllr Maybury confirmed the comments deadline for consultation on Modifications to the JLP and updated Cllrs on the Men's Sheds initiative.

District Cllr Arthey thanked Cllrs for their support over the last 4 years.

2023/006 Planning:

006.1 Applications Received: It was noted that the following applications had been referred to the Parish Council:

DC/23/01432: Proposal: Submission of Details (Reserved Matters) for Outline Planning Permission DC/21/02648 - Appearance, Landscaping, Layout and Scale to be considered for 1 no dwelling: 8 Mackenzie Place, Cockfield, IP30 0HY. **(The Parish Council reiterated its original**

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concerns regarding parking in the street and requested restrictions against Contractors Vehicles parking on the highway).

DC/23/01527: Application under S73a for Removal or Variation of a Condition following grant of DC/21/02296 dated 09/11/2021 Erection of up to 28 no. dwellings (Plots 5, 6 and 7 of Reserved Matters Permission DC/19/02020 to be repositioned/amended). Town and Country Planning Act 1990 (as amended) Condition 1 (Approved Plans and Documents) to enable alternative materials for fencing, driveways and road surfaces: Plough and Fleece Inn, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ. **(The Parish Council does not support the proposed Application).**

DC/23/01546: Householder Application - Conversion of garage into office: 11 Mortimer Road, Cockfield, Bury St Edmunds, Suffolk IP30 0JZ. **(The Parish Council has no objection to this Application).**

DC/23/01777: Proposal: Householder Application - Erection of single-storey rear extension and detached outbuilding: Longwool Lodge, Bury Road, Cockfield, Bury St Edmunds Suffolk IP30 0LB. **(The Parish Council has no objection to this Application, but requested restrictions against Contractor Vehicles parking on the highway).**

006.2 Decisions Received:

DC/23/01020: Discharge of Conditions Application for DC/20/00128 - Condition 4 (Biodiversity Method Statement): Dogrose Meadow, Windsor Green, Cockfield, Bury St Edmunds Suffolk IP30 0LY. **(Decision: Conditions have been Approved)**

DC/23/00890: Notification under Schedule 2 Part 1 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015. **(Decision: Prior Approval to the Development is not required)**

DC/23/00766: Householder Application - Erection of detached garage with home office over (following demolition of existing garage). Water Cottage, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **(Decision: Planning Permission has been Granted)**

DC/23/01726: Discharge of Conditions Application for DC/17/03524 - Condition 15 (Construction Management), Condition 16 (Landscape Protection), Condition 17 (Archaeological Works) and Condition 18 (Archaeological Works): Hope House, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **(Decision: Conditions have been Approved)**

2023/007 Finance:

007.1: Financial Report: The Financial Reconciliation report to 31 March 2023 was received. It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the Report be approved. The proposal was carried

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The Clerk was asked to seek advice from SALC about any restrictions on Parish Councils holding funds in Investment Accounts.

007.2: Payments & Income: It was proposed by Cllr Cutting-Keyton and seconded by Cllr J Brinkley that the schedule of payments be approved. The proposal was carried. The 27 April 2023 schedule comprised the following:

Councillors are recommended to authorise the following payments covering April 2023.

To:	Reason	Payment (£s)	VAT (£s)	Total (£s)
WAVE Direct Debit	Pavilion Water: Monthly Direct Debit (12/04/23).	9.17	1.83	11.00
Octopus Energy Direct Debit	Pavilion Electricity: Monthly Direct Debit (11/04/23) for period. 01/03/23-31/03/23 (Bill £201.95 + £10.10 VAT, total £212.05, less HM Government Credit Note £150.00 = £62.05)	51.95	10.10	62.05
Sudbury Citizens Advice Bureau Cheque No.101983	Donation (Section 135). Approved at PC meeting 30/03/23	200.00	N/A	200.00
SAR (Suffolk Search and Rescue) Cheque No.101984	Donation (Section 135). Approved at PC meeting 30/03/23	200.00	N/A	200.00
The Kernos Centre Cheque No.101985	Donation (Section 135). Approved at PC meeting 30/03/23	100.00	N/A	100.00
Steve Ball Cheque No.101986	Clerk Salary April 2023 (40 hours @ £14.75) Gross: £590.00 Net £354.00 [PAYE: £236.00].	354.00	N/A	354.00
Steve Ball Cheque No.101986	Clerk's Expenses: April 2023 (see below *)	36.97	N/A	36.97
HMRC Cheque No.101987	PAYE March 2023: £236.00	236.00	N/A	236.00
Rod Williams Cheque No.101988	Cemetery Grass Cuts Nos.1 & 2 @ £120 = £240, Petrol for Earls Meadow Mower £28. Total £268	268.00	N/A	268.00
Information Commissioner Cheque No. 101989	Data Protection Fees 2023-24	40.00	N/A	40.00
SALC Cheque No.101990	SALC & NALC Annual Subscription	403.38	N/A	403.38
Vertas Group Ltd Cheque No.101991	Grounds Management Great Green, Quarter 1, 01/04/23-30/06/23	657.36	131.47	788.83
R Morley Cheque No.101992	Purchase of King Charles III Coronation Plaque for tree on GG	58.29	11.66	69.95
Anthony Creasy Cheque No.101993	Strimming edge GG £60, Strimming around Playground £60, Total £120	120.00	N/A	120.00

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Hewicks Haulage Ltd Cheque No.101994	Cutting around edge of Great Green	100.00	N/A	100.00
TOTAL		£2,835.12	£155.06	£2,990.18

*Expenses for April Represented by:	Unit Cost	Total Cost
Instant Ink Printing Plan 05/03/23 – 05/04/23, (07/04/23)	9.99	9.99
2 No. Books 8 x 2 nd Class Stamps	5.44	10.88
Ream A4 Printing Paper	7.50	7.50
2 No. Lever Arch Files for Audit	3.70	7.40
1 Set A4 Dividers for Audit	1.20	1.20
TOTAL		£36.97

Councillors to note the following Income received:

From:	Reason	Payment (£s)	VAT (£s)	Total (£s)
BMSDC	Precept 2023/2024 Instalment 1	25,390.00	N/A	25,390.00
BMSDC	Neighbourhood CIL April 2023	31,107.55	N/A	31,107.55
Cockfield United FC	Hire of Pavilion 2023	700.00	N/A	700.00
Various	Purchase of children's King Charles III Coronation Goody Bags	64.00	N/A	64.00
Hanchets Monumental Masons	Cremation Memorial at Cemetery	100.00	N/A	100.00
TOTAL		£57,361.55	N/A	£57,361.55

2023/008 Neighbourhood CIL: The Clerk and Cllr Morley to attempt to negotiate a further reduction from APL in the cost of the additional play equipment.

2023/009 Pavilion Repairs:

009.1: Balustrade: The Clerk is still awaiting receipt of an estimate from a local contractor to completely replace the balustrade at the Pavilion (to be funded from Neighbourhood CIL). An estimate will also be requested from a second contractor.

009.2: Shower Flooring: In Cllr Golding's absence there was no update on the replacement of the raised floor in the away changing room showers. The Parish Council would fund the cost of replacing the Altro Safety Flooring.

2023/010 King Charles III Coronation: Cllr Cutting-Keyton updated Cllrs on the Coronation Itinerary on Great Green and advised that approximately £2,200 had been spent on the arrangements to date, of which £750 is being funded by Cockfield Community Council.

2023/011 Maintenance Schedule and Asset Management:

011.1 Maintenance Calendar: (Full review, February, June, October only)

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011.2 Maintenance Matters by exception:

011.2.1 Greens Management: Vertas Group Ltd have started grass cutting the Great Green having now employed a replacement driver.

011.2.2 Glebe Land: In Cllr Webster's absence, the Clerk advised that one of the Allotment tenants had unfortunately dropped out, but their plot had been reallocated to a Jeffreys Green resident on the reserve list.

011.2.3 Earls Meadow: Earls Meadow and Jeffreys Green had been cut using the new mower which had saved significant cutting time.

011.4 Cemetery: None.

011.5 Playground: None.

011.6 Village Hall Car Park: None.

011.7 Parish Paths: In Cllr Webster's absence, the Clerk advised that he had submitted a brief article for footpath users for Green Links, had reported another footpath problem raised by David Simpson, was undertaking a condition survey of all footpath signs and affixing the SCC 'QR' Codes to all signs.

011.8 Pavilion: None.

011.9: Other Assets: It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that Cllr Morley contacts S Shepherd & Son to arrange dates for him cutting the verges. The proposal was carried.

2023/012 Local Needs Housing: None.

2023/013 Third Party Liaison:

013.1 Suffolk Association of Local Councils (SALC): None.

013.2 Highways and Emergencies: Cllr Cutting-Keyton will continue to report and chase up on pothole repairs.

013.3 Police/Fire: None.

2023/014 Correspondence:

014.1: Notice from SCC Highways regarding 7-day road closure on the Bradfield Road out of Cockfield. **Action:** N Ashton will issue a Community Broadcast

014.2: Letter, Posters and Leaflets 04/04/23 – The Rural Coffee Caravan advertising their visit to the Great Green on 6th May. **Action:** Clerk has posted notices on Website and Notice Boards.

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014.3: Email 12/04/23 - Resident complaints about dumped rubbish in old stonepit behind Crowbrook Place and MacKenzie Place. **Action:** Cllr Morley and District Cllr Arthey investigating ownership of land.

014.4: Email 12/04/23 - Arthur Charvonia CEO BMSDC explaining delays and actions undertaken in issuing Election Notices.

014.5: Email 13/04/23 – BMSDC Issue of new Parish Cllr ROI Forms.

Action: Cllrs advised by Clerk

014.6: Email 17/04/23 – BMSDC Electoral Services explaining failures to issue 'Statement of Persons Nominated' Notice.

014.7: Emails 13/04/23, 14/04/23 & 20/04/23 – Sudbury Citizens Advice Bureau, SARS and The Kernos Centre 'Thank You' Letters for PC Donations. **Action:** Cheques are included on Payment Schedule.

014.8: Police Connect Notice 21/04/23 – Police communication about Car Theft in Cockfield. **Action:** Notice circulated.

2023/015 **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:**

Review of the Clerk's Salary

Approval and adoption of Revised Emergency Plan

2023/016 **Next Meetings:**

The Annual Parish Council Meeting will be held on 11th May 2023, Ordinary Parish Council Meetings will be held on June, 27th July, 28th September, 26th October and 30th November 2023.

The Annual Parish Meeting will be held on 25th May 2023.

The Chairman, Cllr Soughgate thanked District Cllrs Margaret Maybury and Clive Arthey and all Cockfield Parish Cllrs for their assistance during the last 4 year term and wished them success in the Elections on 4th May.

The meeting closed at 9.25 pm.